

# PART-TIME FACULTY ASSOCIATION DONATION OF SICK LEAVE FORM

I, \_\_\_\_\_, (*donor's name*) Employee ID # \_\_\_\_\_,  
request \_\_\_\_\_ hours of my accumulated sick leave be donated to:

\_\_\_\_\_ (*recipient's name*).

*Number of hours donated cannot exceed 10% of donor's accrued sick leave balance.  
Donor and Recipient must each be a dues-paying Part-Time Faculty member.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HR Use Only</b>
Date(s) Leave Used: _____ Leave Hours Returned: _____

### **CCC Association of Part-time Faculty Employees**

#### **Donation of Sick Leave Time**

Sick leave donation will be administered consistent with Article 7, Section A.3; A.4 and A.6 of the Part-Time Faculty Agreement (2016-2019). Members of the Part-Time (PT) Faculty Association who have a current faculty assignment contract (FAC) may donate up to ten percent (10%) of their accrued sick leave time to another full-time faculty association member who has exhausted all sick leave due to illness or injury and who is requesting sick leave to satisfy completion of a term in which the employee has an FAC or was assigned work, which, due to illness or injury the member is unable to perform. Employees who are terminating for any reason may not donate their accumulated sick leave to other employees.

#### **Procedures:**

1. PT Faculty members wishing to contact Human Resources regarding sick leave donation should visit the HR Offices or email their query to [hr@clackamas.edu](mailto:hr@clackamas.edu). When a PT Faculty member has exhausted all paid leave as described in Article 7, they may ask the Human Resources Office for sick leave donations. The Human Resources Office will verify that paid leave has been exhausted. There is no limitation on the number of times a member may request donations as long as all earned leave has been exhausted.
2. If the Human Resources Office becomes aware that an eligible PT Faculty member has exhausted all available leave and will need paid leave to cover eligible unpaid absence, the Human Resources Director (or designee) will inform the faculty member that sick leave donations may be available to cover the qualified absence.
3. If a medical certification is required by Human Resources to engage the sick leave donation process, reasonable out-of-pocket costs not covered by insurance, including office co-pays and co-insurance, shall be reimbursed to members who are required to provide medical certification. Proof of expenses will be required.
4. When donations have been requested by an employee:
  - a. The PT Faculty Association will notify PT Faculty members that they may volunteer to donate sick leave when a member is in need of sick leave donations and members may choose to respond accordingly.
  - b. PT Faculty members willing to donate sick leave to the member making the request must complete a "Donation of Sick Leave" form, indicating the maximum number of

hours they are willing to donate if needed. The amount donated may not exceed 10% of the member's accumulated sick leave as of term in which the member is employed.

Only sick leave as defined in Article 7 can be donated to another member.

5. Donated sick leave will be deducted from the donor's accumulated sick leave balance only as it is needed by the specific member to whom it has been donated. Donations are allocated in the order in which Sick Leave Donation Forms are received by Human Resources. When all donated hours from the first donor have been used, hours will be deducted from the second donor until all donated hours are used, and in that order thereafter. Donor members will be notified by the Human Resources Office of the number of hours actually used. No hours in excess of those actually needed will be deducted from donors.
6. No member will be allowed to donate sick leave if doing so will deplete the member's sick leave balance below that required to complete the member's current FAC should they require the use of sick leave. Donations may not be made retroactively. This means that if a member wishes to donate to another member, the donation must be applied to absence during the term when the member has been assigned work and is unable to perform work because of injury or illness.

\*Nothing in the above policy or procedure is intended to affect any member's eligibility for benefits to which the member may be entitled.